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1. Personal names of all authors of articles, reviews, and titles reviewed have been included, along with names used as subjects.

2. Corporate names have been indexed under the common form of name as it appears in print (not in inverted form). Acronyms and initialisms are recorded as such and are filed as words, whether they are so pronounced or not.

3. Publishing companies have been listed if they are an important part of an article or featured column or in the "Comment and News" section. Publishers of the review items are also listed.

4. The following signs are used: "(a)" indicates an article; "(b)" indicates a book review; "(c)" indicates an equipment review; "(m)" indicates a microform review; and "(r)" is used after personal names of reviewers.

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